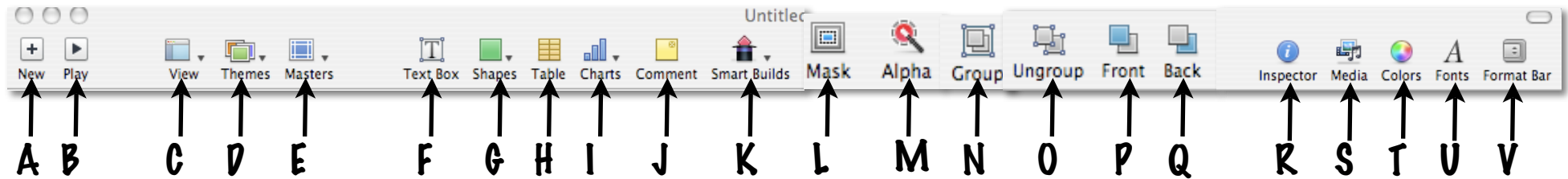


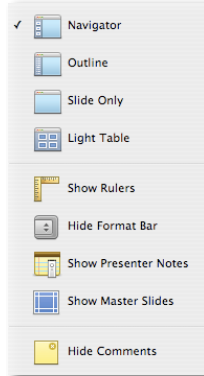
Keynote '08



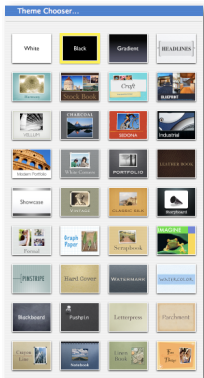
A: New - Click this button to add new slides to your presentation.

B: Play - Click this button to play your slideshow full screen.

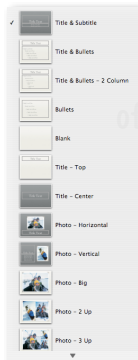
C: View - Use this to change the layout views shown on your screen.



D: Themes - The themes menu allows you to change themes in the midst of creating your slideshow.

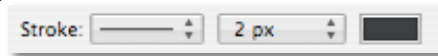


E: Masters - Change the layout your current slide.

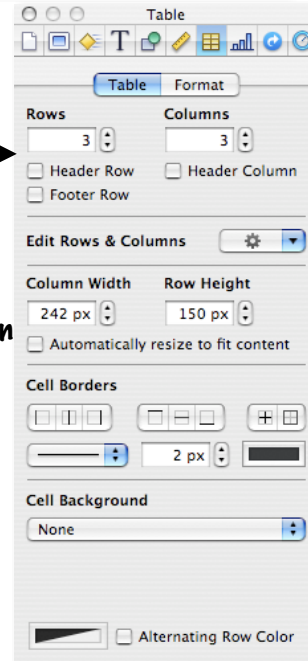


F: Text Box - Customize your screen by adding text boxes wherever you need them.

G: Shapes - Add shapes to your slides. Once you add a shape, use the tools to alter color and design.



H: Table - Add a table with customized options.



I: Chart - Add a chart.

J: Comment - Add a comment that looks like a sticky note. For your own

K: Smart Builds - For advanced users, it allows you to animate specific aspects of your slideshow and add sound.

L: Mask - Allows you select a specific portion of clipart or photos to display on your slideshow.

M: Alpha - For advanced users to make backgrounds of pictures or clipart transparent.

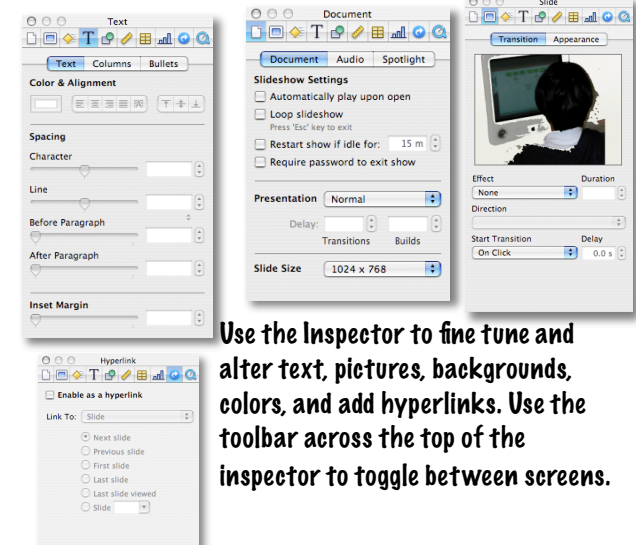
N: Group - Grouping objects allows them to be moved, copied, resized, and oriented as a single object.

O: Ungroup - Ungroup objects you have grouped to move or modify. If grouped objects have a build effect assigned to them, ungrouping will remove that effect.

P: Front - Move an object to the front of an object it overlaps.

Q: Back - Move an object behind an object it overlaps.

R: Inspector -



Use the Inspector to fine tune and alter text, pictures, backgrounds, colors, and add hyperlinks. Use the toolbar across the top of the inspector to toggle between screens.

S: Media - Add audio, photos, or movie files to your slideshow.

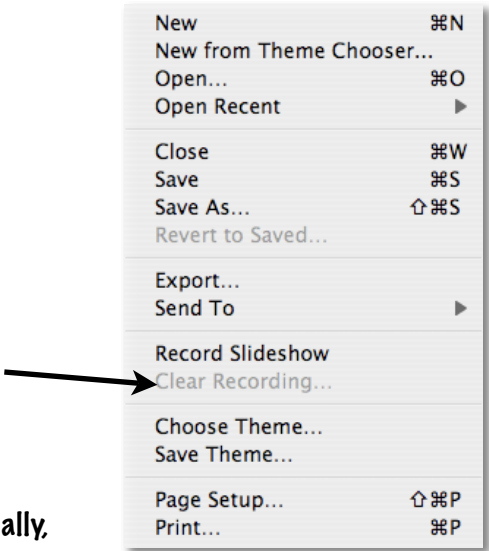
T: Colors - Highlight text and change its color.

U: Fonts - Change font type, size or style.

V: Format Bar - Click to add or remove the format bar. Keeping it allows you to quickly change font type, size, style, color, alignment, etc.

****Record Slideshow****

To record a “voice-over” for your slide show, first choose the slide where you would like the recording to begin. Then, click **File > Record Slideshow**.



Additionally,

1. If you're using an external microphone instead of your computer's built-in microphone, connect the microphone and use the sound pane of System Preferences to configure the input settings.
2. Select the slide on which you want the recording to start.

3. You don't have to select the first slide, but a recorded slideshow plays back only from the first recorded slide.
4. If you select a skipped slide, recording starts with the nearest previous unskipped slide.
5. Do one of the following:
 - Open the Document Inspector, click Audio, and click Record.
 - Choose **File > Record Slideshow**.
6. As the presentation plays, speak into the microphone to record your narration.
7. A pulsing red light in the upper-left corner of the screen indicates that recording is in progress.
8. To advance to the next slide, click the mouse or press the Right Arrow key.
9. The following table lists other ways you can control the presentation while you are recording.

Press or Click:	To do This:
W (White Screen), F (Freeze), or B (Black Screen)	Pause recording. Press any key to resume recording.

Press or Click:	To do This:
Red Recording Light	Pause recording.
Esc	Stop playback and save the recording.

Need Help??

Use Keynote Help located at the top of the screen.

★http://manuals.info.apple.com/en/Keynote_QuickReference.pdf

★<http://www.apple.com/iwork/keynote/>

☒ **Don't Forget** - if you'd like to combine two or more Keynote slideshows, all you have to do is click and drag slides from one open Keynote presentation to another!